


Idaho Department of Correction 	Standard Operating Procedure Operations Division Institutional Programs and Activities	Control Number: 604.02.01.001	Version: 5.0	Page Number: 1 of 28
		Title: Visiting		Adopted: 6-11-1997 Reviewed: 6-6-2012 Next Review: 6-6-2014

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Open to the general public: ☒ Yes ☐ No

If no, is there a redacted version available: ☐ Yes ☐ No

BOARD OF CORRECTION IDAPA RULE NUMBER 604

[Visiting Inmates](#)

POLICY CONTROL NUMBER 604

[Visiting](#)

DEFINITIONS

[Standardized Terms and Definitions List](#)

Contact Visiting: Visiting where (a) no physical partition (such as a window or wall) separates the visitor and the offender, and (b) physical touch may be allowed.

Contraband: Any thing (of any kind) that is prohibited by Idaho Board of Correction, Idaho Department of Correction (IDOC), or facility rules, policies, and procedures. Contraband also includes any thing (of any kind) that a facility head has not approved (a) for possession by an offender, or (b) to bring into a facility or onto IDOC property.

Immediate Family—Offenders: The immediate family of an offender is (a) the mother or father of the offender, including step parent, (b) the brother or sister of the whole or one half (1/2) blood or by adoption, or the stepbrother or stepsister of the offender, (c) the wife or husband of the offender, as proved by marriage license or other operation of law, (d) the natural child, adopted child, or stepchild of the offender, (e) the grandparents of blood relation to the offender, or (f) the grandchildren of blood relation to the offender.

Noncontact Visiting: Visiting with an offender where there are physical barriers between the visitor and the offender, and the offender and the visitor are not allowed to touch. Verbal communication is generally accomplished through telephones, speakers, or openings in the physical barrier designed to allow sound to pass through.

Photo Identification: A state-issued driver's license displaying a photograph, a state-issued identification card displaying a photograph, a military-issued identification card displaying a photograph, or a current valid passport displaying a photograph.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 2 of 28
---	------------------------	---------------------------	--------------------------------

Vendor: A person who supplies goods or services to the Idaho Department of Correction (IDOC) or any operation or facility under the authority of the Idaho Board of Correction.

PURPOSE

The Idaho Department of Correction (IDOC) encourages visitation between offenders and their friends and family. Visitation is important for offenders to maintain relationships and contact with the outside world.

Visitation also increases the risk of contraband and activities that reduces the IDOC's ability to protect the public. Therefore, the IDOC has identified rules and regulations in this standard operating procedure (SOP) to ensure a safe environment for visitors, staff, and offenders.

SCOPE

This SOP is applicable to all staff members **and** contractors, vendors, volunteers, or interns at IDOC correctional facilities (prisons) and community work centers (CWCs). (Hereinafter, prisons and CWCs will be referred to as 'facilities' except where a process is specific to only a prison or CWC.)

RESPONSIBILITY

Facility head responsibility includes:

- Implementing the SOP and ensuring that staff members practice the provisions contained herein;
- Ensuring that the application forms attached to this SOP are used;
- Forbidding alterations and additions to the application forms;
- Identifying a location in the facility to be used for visitation;
- Setting and posting visiting room capacity limits that meet fire code guidelines;
- Developing, to the extent possible, a schedule for visiting that offers public access during evening and weekend hours; and
- Providing accommodations, consistent with the security level of the facility, such as vending machines, parlor games, and children's toys to provide a positive atmosphere for visitors, children, and offenders.

Table of Contents

General Requirements	4
1. Visiting Room Staffing	4
2. Visiting Room Capacity	4
3. Visitation Rules for Offenders and Visitors	4
4. Guidelines for Approving or Denying Visitation	4
Table 4-1: Approving and Denying Visitation	5
Applications Considered Case-By-Case	6

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 3 of 28
---	------------------------	---------------------------	--------------------------------

Table 4-2: Case-by-Case Consideration	6
Volunteers: Approving or Denying as Visitors	7
Interns: Approving or Denying as Visitors	7
5. Type of Visitation by Custody Level	7
Table 5-1: Types of Visits	7
6. General Guidelines for Visitation with Minor Children	8
Minor Stepchildren	8
Expiration of Minor Child Visiting Applications	9
7. Restrictions Involving Certain Crimes for Visitation with Minor Children.....	9
8. Physical Contact	9
9. Visitation Application Process	9
Table 9-1: Procedures for Processing Visiting Applications.....	9
10. Background Check Guidelines	14
11. Stamps to Mark Applications Approved or Denied.....	14
12. Visiting Day Procedure.....	15
Table 12-1: Visiting Day Procedures.....	15
13. Photographs.....	16
14. Searches	16
15. Searches of Visitors	16
Table 15-1: Procedures for Searching Visitors.....	17
16. Searches of Offenders	18
Table 16-1: Search of Offender Requirements	18
17. Use of Canine Drug Detection Teams	19
18. Process for Suspending or Restricting Visitation Privileges.....	19
Table 18-1: Procedures for Suspending or Restricting Visitation.....	19
19. Process for Permanently Terminating Visiting Privileges.....	20
Table 19-1: Procedures for Permanently Terminating Visitation.....	20
20. Reinstating Suspended Visiting Privileges.....	21
Table 20-1: Procedures for Reinstating Suspended Visiting.....	21
21. Removal of Names from Visiting Lists	22
Table 21-1: Procedures for Removing Names from Visiting List.....	22
22. One Time and Special Visits	22
23. Attorney Visits	23
24. Attorney Visitation Guidelines	23

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 4 of 28
---	------------------------	---------------------------	--------------------------------

25. Individuals Acting in Their Official Capacity	23
26. Approving Attorney Agent Visits.....	24
Table 26-1: Procedures for Approving Attorney Agent Visits	24
27. Scheduling Visits for the Attorney or Attorney’s Agent.....	26
Table 27-1: Procedures for Scheduling Attorney/Attorney Agent Visits	26
28. Visits by Court-appointed Professional Expert	27
References.....	27

GENERAL REQUIREMENTS

1. Visiting Room Staffing

Visiting room positions are exempt posts filled at the discretion of the facility head. The facility head (or designee) will select visiting room staff members based on their ability to work with the public and maintain accurate records. Each facility will develop post orders for visiting room staff in accordance with this SOP.

2. Visiting Room Capacity

Facility heads must identify the total operational capacity of their visiting rooms, and the number of visitors allowed per offender at a time.

3. Visitation Rules for Offenders and Visitors

The violation of visiting rules may result in the temporary or permanent loss of visiting privileges. Visiting room staff and supervisors should become familiar with the visiting rules. (See appendix A, [Visiting Rules for Offenders and Visitors](#).)

4. Guidelines for Approving or Denying Visitation

Visiting applications will be processed as quickly as possible. Applications that can be approved at the visiting room supervisor level should be processed within two (2) weeks of receiving the application if there are no delays in receiving criminal record information. (Those facilities operated by a company or organization that is under contract with the state of Idaho will take longer because of the records check process.)

Visiting applications approved at any IDOC facility will be honored by other IDOC facilities when offenders are transferred. If a receiving facility’s staff believes an error was made in approving an application, the facility head (or designee) will determine if the visitor should be denied or if visitation should be modified. If visitation is denied, the facility head (or designee) will attempt to contact the visitor before the next visit. If an error was made in approving the visiting application, the facility head of the receiving facility will notify the facility head of the sending facility. The facility head of the sending IDOC facility will ensure staff members receive training to prevent future errors.

The following are guidelines for approving and denying visitation. [Table 4-1](#) identifies visiting applications that are approved or denied by the visiting room supervisor. Offenders may grieve denied applications in accordance with SOP [316.02.01.001](#), *Grievance and Informal*

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 5 of 28
---	------------------------	---------------------------	--------------------------------

Resolution Procedures for Offenders. The steps for processing visiting application are found in [section 9](#).

Table 4-1: Approving and Denying Visitation

Approval/Denial Authority	Approve	Deny	Appellate Authority
Visiting Room Supervisor	Immediate and extended family with no <ul style="list-style-type: none"> Felony charges, arrests, or convictions in the last five (5) years or Drug related arrests (misdemeanor or felony) within the last two (2) years. 	N/A	N/A
Visiting Room Supervisor	Friends of the offender before the offender was incarcerated with no <ul style="list-style-type: none"> Felony charge, arrest, or conviction in the last five (5) years or Drug related arrests (misdemeanor or felony) within the last two (2) years. 	N/A	N/A
Visiting Room Supervisor	N/A	Friends/associates with <ul style="list-style-type: none"> A felony charge, arrest, or conviction within the last five (5) years or Drug related arrests (misdemeanor or felony) within the last two (2) years. 	Facility Head
Visiting Room Supervisor	N/A	Friends/associates <ul style="list-style-type: none"> With pending criminal charges or Who are under criminal investigation. 	Facility Head
Visiting Room Supervisor	N/A	Probationers and parolees <ul style="list-style-type: none"> With less than six (6) months of probation and parole supervision. 	Facility Head
Visiting Room Supervisor	N/A	Former IDOC offenders	(See table 4-2 .)

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 6 of 28
---	------------------------	---------------------------	--------------------------------

Applications Considered Case-By-Case

Applicants that fit the criteria in [table 4-2](#) are automatically forwarded to the applicable approval authority. The approval authority will consider the following:

- The length of the relationship;
- The support of the habilitation process;
- The offender's institutional history; and
- The security of the facility.

Table 4-2: Case-by-Case Consideration

Approval Authority	Considered Case-by-Case	Appellate Authority
Facility Head or Deputy Warden (second-in-command)	Current or former employees, vendors, volunteers, interns, and contractors that are immediate family of the offender.	Bureau Director or Deputy Chief (or designees), as applicable
Facility Head or Deputy Warden (second-in-command)	Immediate family of the offender who <ul style="list-style-type: none"> • Has a felony charge, arrest, or conviction within the last five (5) years or • Has a drug-related offense within the last two (2) years or • Were previously incarcerated in an IDOC facility. (Note: This family member cannot be considered for visitation until six (6) months have passed from being released from IDOC custody.) 	Bureau Director or Deputy Chief (or designees), as applicable
Facility Head or Deputy Warden (second-in-command)	Probationers or parolees who have been supervised for more that six (6) months and have their probation and parole officer's written approval to visit.	Bureau Director or Deputy Chief (or designees), as applicable
Facility Head or Deputy Warden (second-in-command)	Individuals who have no previous relationship(s) with the offender.	Bureau Director or Deputy Chief (or designees), as applicable
Facility Head or Deputy Warden (second-in-command)	Former offenders of an IDOC facility	Bureau Director or Deputy Chief (or designees), as applicable

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 7 of 28
---	------------------------	---------------------------	--------------------------------

Approval Authority	Considered Case-by-Case	Appellate Authority
Facility Head or Deputy Warden (second-in-command)	Offenders assigned to <ul style="list-style-type: none"> Different IDOC facilities, or Different living units within the same facility. 	Bureau Director or Deputy Chief (or designees), as applicable
Bureau Director or Deputy Chief (or designees), as applicable	<ul style="list-style-type: none"> Current or former employees, vendors, volunteers, interns, or Contractors who are not immediate family of the offender. 	N/A (Cannot be appealed)

Note: If a former IDOC employee, volunteer, vendor, intern, or contractor applies to visit an offender and it is determined that the applicant violated any IDOC rule and/or section of Idaho Code, the application will normally be denied.

If the applicant is not immediate family of the offender, the applicant cannot visit an offender unless the applicant terminates the relationship of employee, volunteer, vendor, intern, or contractor with the IDOC, and then the person cannot visit an offender unless the applicable bureau director **or** deputy chief (or designees) approves the visiting application. Nothing in this section guarantees that a former employee, volunteer, vendor, intern, or contractor will be approved to visit an offender.

Volunteers: Approving or Denying as Visitors

The process for approving or denying volunteers as visitors shall be in accordance with SOP [606.02.01.001](#), *Volunteer Services in Correctional Facilities*.

Interns: Approving or Denying as Visitors

The process for approving or denying interns as visitors shall be in accordance with SOP [212.07.01.001](#), *Internship Opportunities and Management*.

5. Type of Visitation by Custody Level

The following table indicates the type of visit allowed based on custody level and type of visitor.

Table 5-1: Types of Visits

Custody Level	Type of Visit	Visitors Allowed
Community	Contact	Approved visitors, attorneys, and agents of attorneys
Minimum	Contact	Approved visitors, attorneys, and agents of attorneys
Medium	Contact	Approved visitors, attorneys, and agents of attorneys
Close	Contact and Non-contact	Approved visitors, attorneys, and agents of attorneys
Disciplinary Detention	Non-contact	Attorneys and their agents

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 8 of 28
---	------------------------	---------------------------	--------------------------------

Custody Level	Type of Visit	Visitors Allowed
Restrictive Housing	Non-contact and restricted contact	Attorneys and their agents, and approved visitors pursuant to standard operating procedure (SOP) 319.02.01.001 , <i>Restrictive Housing</i> .
Note: Offenders under the sentence of death are managed the same as restrictive housing.		

6. General Guidelines for Visitation with Minor Children

Minor children (children under the age of 18 years) visiting with the offender must:

- Be the immediate family member of the offender, and
- Be accompanied throughout the visit by a parent or guardian (**or** if the child is in the custody of the state, a child protection worker or agent of the Idaho Department of Health and Welfare [DHW] may accompany the child).

Note: If a child protection worker or agent of the DHW accompanies the child, the individual must present DHW identification or credentials and documentation of DHW guardianship or involvement in the supervision of the child. In accordance with SOP [510.02.01.001](#), *Facility Access*, the IDOC will not run background checks on DHW employees or agents.

The **parent** accompanying the minor child on the visit must complete and submit to the IDOC the following documents:

- Appendix B, [Visiting Application \(Adult\)](#), (parent information only),
- Appendix C, [Visiting Application \(Minor Child\)](#), (child information only), and
- A certified copy of the child's birth certificate.

The **guardian** accompanying the minor child on the visit must complete and submit to the IDOC the following documents:

- Appendix B, [Visiting Application \(Adult\)](#), (guardian information only),
- Appendix C, [Visiting Application \(Minor Child\)](#), (child information only)
- A copy of the court order granting guardianship (or appendix D, [Power of Attorney Delegating Limited Parental Powers for Visitation](#)), and
- A certified copy of the child's birth certificate.

Minor Stepchildren

If the minor child is a stepchild of the offender, both natural parents must sign appendix C, [Visiting Application \(Minor Child\)](#). The only exceptions are (a) the parental rights of one of the natural parents were terminated by a court of law, (b) the natural parent is deceased, or (c) the natural parent's whereabouts are unknown.

Examples: To prove that parental rights have been terminated, a copy of a court order must be provided. To prove the parent is deceased, a copy of the death certificate or newspaper obituary must be provided. To prove the parent's whereabouts are unknown, a letter from a state child support enforcement agency must be provided.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 9 of 28
---	------------------------	---------------------------	--------------------------------

Expiration of Minor Child Visiting Applications

A *Visiting Application (Minor Child)* (appendix C), after the initial approval, will expire on the minor's 16th birthday, unless terminated earlier by the facility head (or designee), minor, or parent/guardian.

7. Restrictions Involving Certain Crimes for Visitation with Minor Children

A minor child who was the victim of a violent or sexual crime where the offender was the perpetrator of the crime, whether a conviction resulted or not, cannot visit the offender unless all of the following conditions are met:

- A written recommendation is submitted from a licensed counselor who provided counseling to the child, indicating the visit will enhance the counseling process and is in the child's best interest. (**Note:** The recommendation must include the length of time the counselor provided counseling to the victim, the counselor's training and experience in counseling victims of violent and/or sexual crimes, and why it is now in the best interest of the child to allow visitation with the offender.)
- The visitation request must be approved by the facility head, based on the best interest of the minor child. (**Note:** What is in the best interest of the minor will be determined at the discretion of the facility head.)

The facility head may impose additional visitation restrictions on offenders convicted of a violent or sexual crime when visiting minor children.

8. Physical Contact

Physical contact is limited to a brief closed-mouth kiss and embrace at the beginning and end of the visit. Good-byes are said in the assigned visiting area.

The following physical contact is allowed in IDOC facilities:

- A brief (closed-mouth) kiss and embrace at the beginning and end of the visit,
- Holding hands in plain view, and
- Children age six (6) and younger may sit on the offender's lap.

In addition, in medium, minimum, and community custody facilities, an arm around the shoulder with hand on the shoulder is allowed.

9. Visitation Application Process

Table 9-1: Procedures for Processing Visiting Applications

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Applicant	1	Download appendix A, <i>Visiting Rules for Offenders and Visitors</i> , and appendix B, <i>Visiting Application (Adult)</i> , from the Idaho Department of Correction's (IDOC's) Internet website <u>or</u> obtain these forms from the offender.
		Note: For minor children or stepchildren, the natural parent or guardian must submit the appendixes noted in section 6 of this standard operating procedure (SOP).

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 10 of 28
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Applicant	2	<ul style="list-style-type: none"> Read the <i>Visiting Rules for Offenders and Visitors</i>, and Complete the applicable visiting application(s) and forms (appendixes B, C, D) that you downloaded in step 1.
Applicant	3	<p>Mail the completed visiting application(s), and if necessary a copy of the document showing guardianship (a court order <u>or</u> appendix D, <i>Power of Attorney Delegating Limited Parental Powers for Visitation</i>) to the facility where the offender resides.</p> <p><u>Example:</u> If the offender resides at the Idaho State Correctional Institution, the envelope would be addressed as follows: ISCI Visiting PO Box 14 Boise, ID 83707</p> <p>To research correct mailing addresses for other IDOC facilities, visit www.idoc.idaho.gov and click on 'locations' and then the specific facility that you want to visit.</p> <p><u>Note:</u> Because of the volume of visiting applications received, and loss of legibility, applications <u>must be sent through the U.S. Postal Service</u>. Facility staff may approve a faxed application(s) when the situation requires a quick response; however, any application(s) received via fax without prior approval will not be processed.</p>
Visiting Room Staff	4	Review the visiting application(s) for completeness and correctness.
Visiting Room Staff	5	If the application(s) is/are not complete or correct, notify the offender using appendix E, <i>Status of Visiting Application</i> .
Offender	6	<ul style="list-style-type: none"> Complete or correct the visiting application(s) or have the applicant complete or correct the information. Resubmit the visiting application(s) to the visiting room staff.
Visiting Room Staff	7A	<p>When the application is acceptable, search for the applicant(s) in the Corrections Integrated System (CIS) by name, social security number (SSN), Identification (ID) number, phone number, and/or date of birth.</p> <ul style="list-style-type: none"> If the applicant(s) do not exist in the CIS, select the 'add visitor' option, enter all application information into the CIS, click 'save', and proceed to step 8.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 11 of 28
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Visiting Room Staff	7B	<ul style="list-style-type: none"> • If the applicant(s) exists in the CIS and is already approved, determine if the applicant can be authorized to visit the offender. If the relationship between the applicant and the offender is 'immediate family', proceed to step 10. • If the applicant(s) exists in the CIS but is/are no longer active, request a criminal background check and review or request any other information such as a birth certificate, power of attorney, etc., necessary to verify the eligibility of the applicant(s). Forward application(s) to the background check staff.
Background Check Staff	8	Conduct a criminal background check. (See section 10.)
Background Check Staff	9	<ul style="list-style-type: none"> • Complete the 'background check' box at the bottom of the visiting application(s) and return the visiting application(s) to the visiting room staff. • In the CIS, under the 'backgrounds/document/clearance' link <ul style="list-style-type: none"> ♦ Select all items that were verified, and add any applicable comments, if needed, and click 'save'; and ♦ Select the applicable radio button (either approved, denied, or pending), and enter the 'completed date' and 'completed by' fields, and click 'save'.
Visiting Room Staff	10	Review the visiting application(s) and, if necessary, background information and any other required documentation.
Visiting Room Staff	11A	<p>Approve or deny the application(s) in accordance with table 4-1, and stamp the box at the bottom of the application(s) as shown in section 11.</p> <ul style="list-style-type: none"> • Before approving or denying the application, also check table 4-2 to see if the application(s) need a higher approval authority. If higher approval authority is needed, in the CIS <ul style="list-style-type: none"> ♦ Select the 'approved offender list', and ♦ Verify that the 'pending' option is selected. (Proceed to step 12.)

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 12 of 28
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Visiting Room Staff	11B	<ul style="list-style-type: none"> • If <u>denying the visitor</u> for the offender selected, in the CIS <ul style="list-style-type: none"> ♦ Select the 'approved offender list', ♦ Select the 'denied' radio button, and click 'save'. (Proceed to step 19.) • If <u>approving the visitor</u> for the offender selected, proceed to step 18.
Visiting Room Staff	12	Forward the application(s) to the facility head or deputy warden (second-in-command).
Facility Head or Deputy Warden (second-in-command)	13	Review the visiting application(s).
Facility Head or Deputy Warden (second-in-command)	14	<p>Consider the offender's institutional and community history, relationship with applicant(s), and determine if the applicant can be authorized to visit the offender or not.</p> <ul style="list-style-type: none"> • If the applicant(s) is/are a current or former employee, vendor, volunteer, intern, or contractor and <u>is</u> an immediate family member, approve or deny the request to visit and proceed to step 16. • If the applicant(s) is/are a current or former employee, vendor, volunteer, intern, or contractor but <u>is not</u> an immediate family member, forward the application to the applicable bureau director <u>or</u> deputy chief (or designees).
Bureau Director or Deputy Chief (or Designees), as Applicable	15	<p>Review the visiting application(s) and determine if the applicant(s) can be authorized to visit the offender or not.</p> <ul style="list-style-type: none"> • Inform the facility head or deputy warden (second-in-command) of the decision and return the application(s) to the facility head.
Facility Head or Deputy Warden (second-in-command)	16	Inform the visiting room supervisor of the decision and forward the visiting application(s) to the visiting room supervisor.
Visiting Room Staff	17	In the CIS, under the 'approved offender list' link, select the 'approved' or 'denied' radio button. If <u>approved</u>, enter the 'approved date' and 'approved by' fields, and click 'save'.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 13 of 28
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Visiting Room Staff	18	<p>If the <u>visitor is approved</u>, in the CIS,</p> <ul style="list-style-type: none"> • Select the 'approved offender list', • Select the applicable offender (multiple offenders may exist), • Select the 'approved' radio button for the offender selected, • Enter the 'approved' date and fields, and click 'save'.
Visiting Room Staff	19	Inform the offender of the decision using appendix E, <i>Status of Visiting Application</i> .
Offender	20	Notifies the applicant of the decision.
Visitor	21	<ul style="list-style-type: none"> • <u>If approved</u>, visits the offender during visiting hours. • <u>If denied, and the offender is immediate family</u>, reapplies in 90 days or files an appeal. • <u>If denied, and the offender is not immediate family</u>, reapplies one year <u>or</u> files an appeal to the applicable bureau director <u>or</u> deputy chief (or designees).

For further assistance with CIS, see your designated CIS super user.

Note: Although approved visitors are asked to update their application if there is a change in residence, name, or arrest record, it is the visiting room staff's responsibility to check the accuracy of the visiting information. The visiting room staff can update the approved visitor's information by either asking for name, address, telephone number, etc. as the visitor is checked in, or by asking the approved visitor to complete appendix B, [Visiting Application \(Adult\)](#), upon expiration, which is one (1) year for prison facilities and two (2) years for CWCs.

If a visitor does not appear as approved, the visiting room staff will conduct a search in the CIS to determine the visitor's status. If the visitor was previously approved, but removed because the end date had passed, the visitor should be allowed to visit, but must submit a new application. A new end date should be established until the application update can be processed. A new annual end date will be established following the approval process, unless the application is denied.

Visiting privileges should not be automatically suspended or terminated without review by the facility head or deputy warden (second-in-command) when a visitor forgets to report changes in information such as address.

Visiting room staff may also run periodic National Crime Information Center (NCIC) criminal background checks on approved visitors. At a minimum, a records check will be conducted annually.

If an approved visitor voluntarily reports an arrest or if a new arrest or charge is found in a record check, the information will be forwarded to the facility head or deputy warden (second-in-command) for a decision.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 14 of 28
---	------------------------	---------------------------	---------------------------------

10. Background Check Guidelines

The Idaho Law Enforcement Telecommunications System (ILETS) operator does not approve or deny visiting applications. The ILETs operator completes the 'Background Check' box on the visiting application by selecting either 'criminal record' or 'no criminal record' (criminal record means any arrest, charge, or conviction). The ILETs operator can use the comment section to provide basic information that would help in the application review process such as 'extensive record' or 'one arrest 10 years ago.' (See [section 11](#) for an example.)

Background checks are conducted by running the following queries:

- Driver's Query (DQ): This step is conducted first to establish identity, verify information on background check, and make an initial check for warrants.
- Query History (QH): This step will show information from the Interstate Identification Index (III Index) to include Federal Bureau of Investigation (FBI) number and a list of states associated with that FBI number. In addition, a 'hi' may also be indicated on the Social Security number and reveal 'also known as' (AKA).
- Query Record (QR) This step is used to obtain specific criminal history from the III Index.
- Identity Query (IQ): This step is used to obtain identity information on a person from a specific state or region.
- Full-record Query (FQ): This step is used to obtain information after receiving a positive response from individual states.

11. Stamps to Mark Applications Approved or Denied

The approval authority will use the following stamps to mark the applicable box on the visiting application.

APPROVED
Date: _____
By: _____
Associate #: _____

DENIED
Date: _____
By: _____
Associate #: _____

If the decision is appealed, the appellate authority will use the applicable box on the visiting application to document the decision. If the decision reverses the approval authority's decision, the appellate authority will line out the approval authority box (see example below).

Staff Use Only		
Background Check: Criminal record: <input checked="" type="checkbox"/> No criminal record: <input type="checkbox"/> Comments: <u>one arrest 10 years ago.</u>	Approval Authority: DENIED Date: <u>01-14-2006</u> By: <u>Sgt. Smith</u> Associate #: <u>0010</u>	Appellate Authority: Approved: <input checked="" type="checkbox"/> Denied: <input type="checkbox"/> Date: <u>01-20-2006</u> By: <u>Warden Adams</u>

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 15 of 28
---	------------------------	---------------------------	---------------------------------

12. Visiting Day Procedure

Table 12-1: Visiting Day Procedures

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Visiting Room Staff	1	Remove all offenders from the visiting area (minimum, medium, close).
Visiting Room Staff	2	Search the visiting area.
Visiting Room Staff	3	Complete the search and open visiting.
Approved Visitor	4	<ul style="list-style-type: none"> Reports to the designated visiting area. States the name and number of the offender they wish to visit. Presents photo identification (ID) to the visiting room staff, except children under 16 years of age. <p><u>Note:</u> A parent, guardian, child protection worker, or agent of the Idaho Department of Health and Welfare, must be present for those under 18 years of age.</p>
Visiting Room Staff	5	<ul style="list-style-type: none"> In the Corrections Integrated System (CIS), search for the offender by <i>name</i> or <i>offender number</i>. From the 'profile' screen, select the word 'visitors'. (A list of all approved visitors for the offender will appear.) <p><u>Note:</u> A parent, guardian, child protection worker, or agent of the Idaho Department of Health and Welfare, must accompany children who are under 18 years of age.</p>
Visiting Room Staff	6	<ul style="list-style-type: none"> <u>If the visitor is approved</u>, verify that the time is correct and it is the approved time for the visit. Call for the offender.
Visiting Room Staff	7	In the CIS, select the 'check-in' icon for the applicable visitor.
Visiting Room Staff	8	Inform the visitor and offender where to sit.
Visiting Room Staff	9	Monitor the visit.
Visiting Room Staff and Offender	10	<ul style="list-style-type: none"> Visiting room staff only – If the visiting room reaches capacity, and there are people waiting to visit, ask for volunteers willing to end their visit early. (See the note box that immediately follows this table.) <ul style="list-style-type: none"> ♦ If there are no volunteers, select those to end their visit early (see the note box that immediately follows this table). Offender task only – If visitors are ready to leave before the visiting session ends, tell the visiting room staff that your visitors have finished their visit.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 16 of 28
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Visiting Room Staff	11	<ul style="list-style-type: none"> • <u>If you are ending a visit early or if the visiting time is close to expiring</u> – Notify the visitor(s) and offender(s) that their visit is about to end, give them 15 minutes to end their visit, and then proceed to step 12. • <u>If the offender notifies you to end the visit early</u> – proceed to step 12.
Visiting Room Staff	12	<ul style="list-style-type: none"> • Select the 'visitor' tab located at the top of the CIS window. • Select the 'visitor Information' link. • Select the 'check out visitor' option. • Select your facility, and retrieve a listing of current visitors in visiting room. • Select the 'check box' that is next to the visitor's name, and click 'save'. (Note: This auto checks out the visitor and refreshes the screen to the remaining visitors in the visiting room.)
Visiting Room Staff	13	Perform either a clothed or unclothed search of the offender.
Visiting Room Staff	14	Send the offender back to his housing unit or other approved area.
Visiting Room Staff	15	Search the visiting area at the conclusion of visiting period.

For further assistance with CIS, see your designated CIS super user.

Note: Ending a visit early due to over-crowding will be based on the length of the current visit, the distance the visitor traveled, and the frequency of visits. For example: visitors who live near the facility, visit every week, and have been visiting one hour or longer would qualify as a visit that could end early. However, if the same visitors had just arrived, they would not be candidates for ending their visit early. Ending visits for people who have traveled a distance should be avoided. If none of the visitors are good candidates for ending their visit early, the awaiting visitor may need to wait or return. Good judgment must be used when deciding which visits to end early.

13. Photographs

Offenders may purchase photo tickets through the commissary to have photographs taken during visiting. The visitor can keep the photographs or the offender can retain them.

14. Searches

Visitors and their possessions are subject to search. [Table 15-1](#) provides procedures for conducting visitor searches and [table 16-1](#) provides offender search requirements.

15. Searches of Visitors

The following outlines the procedure for searching visitors.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 17 of 28
---	------------------------	---------------------------	---------------------------------

Table 15-1: Procedures for Searching Visitors

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Staff Member	1	Reasonably suspects the visitor may be carrying contraband. <ul style="list-style-type: none"> Request from the facility head (or designee) the approval to search the visitor or visitor's vehicle.
Facility Head (or Designee)	2	Approve or deny the request to search the visitor or visitor's vehicle. <ul style="list-style-type: none"> Inform staff of decision.
Staff Member	3	<ul style="list-style-type: none"> If the request to search is <u>denied</u> by the facility head (or designee), allow the visit to continue and do not proceed to any other steps. If the request to search is <u>approved</u> by facility head (or designee), inform the visitor that a search will be conducted and proceed to step 4.
Staff Member	4	Offer the visitor the opportunity to leave the facility or be searched.
Staff Member	5	<ul style="list-style-type: none"> If the visitor elects to leave, write an incident report and submit it to the shift commander. Proceed to step 11. If the visitor consents to the search, take the visitor to an area that is out of view of other offenders and visitors. Proceed to step 6.
Staff Member	6	Ask the visitor to empty his pockets <u>or</u> if it is a vehicle search—ask the visitor to open his vehicle.
Staff Member	7	Conduct a clothed body search <u>or</u> vehicle search. Note: A staff member that is the same sex as the visitor must conduct the clothed body search.
Staff Member	8	In the Corrections Integrated System (CIS), search for the offender by name or offender number, select the 'visitor' link, select the applicable visitor, record the search in the comments section, and click 'save'.
Staff Member	9A	If contraband is found do the following: <ul style="list-style-type: none"> Seize the contraband as evidence and manage it in accordance with directive 116.02.01.001, <i>Custody of Evidence</i>, Contact the shift commander and facility head (or designee), Terminate the visit, Escort the visitor off of the premises,

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 18 of 28
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Staff Member	9B	<ul style="list-style-type: none"> In the CIS, search for the offender by name or offender number, select the 'visitor' link, and select the 'check-out icon for the applicable visitor(s) In the comments area, state why the visit was terminated, and click 'save'.
Staff Member	10	Write an incident report.
Shift Commander	11	<ul style="list-style-type: none"> Review the incident report, and If appropriate, contact law enforcement.
Shift Commander	12	Complete and transmit a 105 report . (See SOP 105.02.01.001 , <i>General Reporting and Investigation of Major Incidents</i> .)
Shift Commander	13	Forward the incident report to the facility head (or designee).
Facility Head (or Designee)	14	Decide if visitation privileges should be revoked, restricted, or unaffected.
Facility Head (or Designee)	15	<ul style="list-style-type: none"> Send letter of decision to visitor and offender, File a copy in the offender's visiting and central file, and Send notice of decision to visiting room staff.
Visiting Room Staff	16	In the CIS, search for the offender by name or offender number , and if a visitor condition needs to be entered select the 'visitor offender condition' and add a condition to both the visitor and the offender, identifying that contraband was found and that future visits should be monitored. Click 'save'.

For further assistance with CIS, see your designated CIS super user.

Note: If staff believes the visitor is involved in or attempted to commit a crime, the shift commander will give law enforcement the visitor's name, address, license number, etc.

16. Searches of Offenders

Table 16-1: Search of Offender Requirements

Facility Custody Level	When	Type	Status
Community	Before visit	Clothed or unclothed	Optional
Minimum	Before visit	Clothed or unclothed	Clothed–Mandatory Unclothed–Optional
Medium	Before visit	Unclothed or clothed	Clothed–Mandatory Unclothed–Optional
Close	Before visit	Unclothed or clothed	Clothed–Mandatory Unclothed–Optional

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 19 of 28
---	------------------------	---------------------------	---------------------------------

Facility Custody Level	When	Type	Status
Administrative Segregation	Before visit	Unclothed or clothed	Clothed-Mandatory Unclothed-Optional (If any item can be passed under a door or through a slot between the visitor and the offender, an unclothed search of the offender is mandatory.)
Community	After visit	Unclothed or clothed	Optional
Minimum	After visit	Unclothed or clothed	Clothed-Mandatory Unclothed-Optional
Medium	After visit	Unclothed	Mandatory
Close	After visit	Unclothed	Mandatory
Administrative Segregation	After visit	Unclothed or clothed	Clothed-Mandatory Unclothed-Optional (If any item can be passed under a door or through a slot between the visitor and the offender, an unclothed search of the offender is mandatory.)

WARNING!

Refusal to submit to a search will result in the loss of the offender's visiting privileges!

17. Use of Canine Drug Detection Teams

The facility head may approve the use of canine drug or tobacco detection teams in the search of offenders, the visiting room, lobby, and parking lot. Drug detection canines cannot be in direct contact with visitors; however, detection canines can be used in the presence of visitors if there is a barrier such as a kennel or cage between the canine and the visitor.

18. Process for Suspending or Restricting Visitation Privileges

Table 18-1: Procedures for Suspending or Restricting Visitation

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Visiting Room Staff	1	Learns of a visiting rule infraction. <ul style="list-style-type: none"> Contact the shift commander and then write an incident report.
Shift Commander	2	Review the situation.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 20 of 28
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Shift Commander	3	Warn the offender and visitor about the infraction, or end the visit.
Shift Commander	4	<ul style="list-style-type: none"> Review the incident report, If appropriate, ensure a Disciplinary Offence Report (DOR) is issued, and Forward the incident report to the facility head (or designee).
Shift Commander	5	If appropriate, complete and transmit a 105 report . (See standard operating procedure (SOP) 105.02.01.001 , <i>General Reporting and Investigation of Major Incidents</i> .)
Facility Head (or Designee)	6	Review the incident report.
Facility Head (or Designee)	7	If necessary, gather additional information to include interviewing staff, offenders, and visitors.
Facility Head (or Designee)	8	Continue, suspend, or restrict visiting privileges. <ul style="list-style-type: none"> If visiting privileges should be permanently terminated, see table 19-1.
Facility Head (or Designee)	9	<ul style="list-style-type: none"> Send letter of decision to visitor and offender, File a copy in the offender's visiting and central file, and Send notice of decision to visiting room staff.
Visiting Room Staff	10	If visiting privileges are suspended, in the CIS, under 'visitor/offender conditions', add a visitor condition documenting the conditions of the suspension and the expiration date. Click 'save'.

For further assistance with CIS, see your designated CIS super user.

Note: If a visitor's visiting privileges have been restricted, there will not be an appeal process available for the visitor.

19. Process for Permanently Terminating Visiting Privileges

Table 19-1: Procedures for Permanently Terminating Visitation

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Facility Head	1	Send a written request to the applicable bureau director <u>or</u> deputy chief (or designees), and recommend that the visitor's privileges be terminated permanently.
Bureau Director or Deputy Chief (or Designees), as Applicable	2	<p>Approve or deny the request to terminate.</p> <ul style="list-style-type: none"> <u>If the request to terminate is denied</u>, notify the facility head of the decision, and <u>If the request to terminate is approved</u>, notify the facility head and the visitor of the decision.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 21 of 28
---	------------------------	---------------------------	---------------------------------

Facility Head	3	Implement the bureau director's <u>or</u> deputy chief's decision. If the visitor's visiting privileges are permanently terminated, in the Corrections Integrated System (CIS), under the 'approved offender list', ensure the visitor's visiting application is set to 'denied', and the decision is documented under the 'comments' link.
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For further assistance with CIS, see your designated CIS super user.

Note: If a visitor's visiting privileges are permanently terminated, he may file a written appeal (via email or letter) for reinstatement to the applicable bureau director or deputy chief (or designees) within 14 days of the termination and annually thereafter.

20. Reinstating Suspended Visiting Privileges

If the facility head (or designee) suspends visiting privileges, the visitor or offender may use the following procedure to request reinstatement.

Table 20-1: Procedures for Reinstating Suspended Visiting

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Visitor or Offender	1	Files a written appeal to the facility head (or designee) within 14 days of receiving notice that visiting privileges have been suspended.
Facility Head (or Designee)	2	<ul style="list-style-type: none"> Review the appeal, and Schedule a meeting with the visitor.
Facility Head (or Designee)	3	Discuss the reason(s) for the suspension, the applicable visiting rules, and expectations for visiting conduct.
Facility Head (or Designee)	4	Review the offender's file and institutional behavior.
Facility Head (or Designee)	5	<ul style="list-style-type: none"> Make a decision to continue with the suspension, reinstate visiting with restrictions, or reinstate without restrictions. Send notice of the decision to the visitor, offender, and visiting room staff.
Visiting Room Staff	6	In the Corrections Integrated System (CIS) <ul style="list-style-type: none"> Select the 'approved offender list', select the 'approved' radio button, and document the 'approved decision', 'approved by', and 'approved date' fields; and If a visitor condition was previously entered at the time visitation was suspended, update the condition with an 'end date', and enter a note outlining the reinstatement of visiting privileges. Click 'save'.

For further assistance with CIS, see your designated CIS super user.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 22 of 28
---	------------------------	---------------------------	---------------------------------

21. Removal of Names from Visiting Lists

Table 21-1: Procedures for Removing Names from Visiting List

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Offender or Visitor	1	If the <u>offender</u> : complete appendix F, <i>Request to Remove Visitor from Visitor's List</i> . Proceed to step 2. If the <u>visitor</u> : files a written request via email or letter, proceed to step 5. (Note: Visitor may only remove his own name and the name of any minor child(ren) in his guardianship.)
Offender	2	Ask a staff member to sign form as a witness. Note: Form must be signed in the presence of a staff member.
Staff	3	Witness the offender signing his name to the form.
Staff	4	Sign the form and return it to the offender.
Offender or Visitor	5	Submit the form or written request to visiting room staff.
Visiting Room Staff	6	In the Corrections Integrated System (CIS), select the 'approved offender list' link, ensure 'denied' is selected, and enter comments accordingly. Click 'save'. Note: The visitor may only remove his own name and the name of any minor child(ren) in his guardianship.

For further assistance with CIS, see your designated CIS super user.

22. One Time and Special Visits

The facility head (or designee) can approve special visits. Special visits are normally limited to immediate family members who have traveled a distance and time does not permit normal processing of the visiting application. Checks for warrants can be run quickly before the visit. Reasonable accommodations should be made whenever possible.

Example: The family has only traveled 80 miles, but the offender's elderly grandmother who traveled with the family has never visited and rarely travels. She did not anticipate making the trip, but would like to see her grandson now that she is in the area. If staffing is available, the visit should be approved, or a noncontact visit could be approved if noncontact is available and staffing for a contact visit is not available.

Example: A minister from the church where the offender's family attends is in town on other business. The family asked the minister to see the offender while he was in town. The minister has traveled 200 miles. If it is reasonably possible, the visit should be allowed.

Example: A friend lives 20 miles away. He forgot to send his visiting form, but he was in town and would like to visit. This visit should probably be denied, unless extenuating circumstances prevent following the normal visiting protocol and the visit appears to be in the best interest of the offender (e.g., the friend would be a positive influence and is moving to the East coast next week).

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 23 of 28
---	------------------------	---------------------------	---------------------------------

23. Attorney Visits

The IDOC provides for the visitation of attorneys and their agents to visit with the offender to work on a legal claim or proceeding (also see [section 24](#)). Attorneys and their agents may have social visits with the offender pursuant to standard visiting procedure.

To the extent possible--based on staffing and facility design--facility heads will identify a visiting area that allows visiting room staff to observe attorney/attorney agent visits while allowing the offender and the attorney or the attorney's agent the opportunity to conduct legal business where staff members cannot overhear or record the conversation.

Upon first contact, visiting room staff will provide attorneys or the attorney's agent and court-appointed professional experts a copy of this SOP or instruction on how to access the SOP on the Internet. All items taken into the visiting area are subject to search for contraband. Before allowing the visit, staff will require attorneys or their agents to turn on any computer or other approved electronic device to ensure that it is a functioning device.

24. Attorney Visitation Guidelines

Offenders may meet with their attorney of record, the attorney of record's agent, or an attorney considering the offender's case. Attorneys who are not an attorney of record for an offender may visit the offender up to three (3) times. Additional visits may be approved by the facility head.

Visiting hours for attorney visits are Monday through Friday from 08:00 to 16:00 hours. The facility head (or designee) may approve alternate hours on an individual basis.

Attorney and attorney agent visits will be conducted in accordance with the custody level of the facility. Noncontact visiting might be used when staffing prevents contact visits.

Note: Visits with groups of offenders are permitted only when the Office of the Attorney General has verified class certification or co-parties.

Note: Visits for offenders who are under death warrant shall be in accordance with SOP [135.02.01.001](#), *Execution Procedures*.

25. Individuals Acting in Their Official Capacity

Individuals acting in their official capacity, such as an Idaho Department of Health and Welfare case worker or a law enforcement official, will be allowed to conduct business without the completion of a visiting application or record check. Such officials must provide identification that confirms their employment and indicate the purpose of their business. These individuals must contact the facility in advance for approval and scheduling.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 24 of 28
---	------------------------	---------------------------	---------------------------------

26. Approving Attorney Agent Visits

Table 26-1: Procedures for Approving Attorney Agent Visits

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Attorney's Agent	1	Download appendix A, Visiting Rules for Offenders and Visitors , and appendix B, Visiting Application (Adult) , from the Idaho Department of Correction's (IDOC's) Internet website <u>or</u> obtain these forms from the offender or staff member.
Attorney's Agent	2	<ul style="list-style-type: none"> Read the <i>Visiting Rules for Offenders and Visitors</i>, Complete the <i>Visiting Application (Adult)</i> that you downloaded in step 1. Mail the completed application to the facility.
Visiting Room Staff	3	Review the visiting application for completeness. <ul style="list-style-type: none"> If the application <u>is</u> complete, proceed to step 5. If the application <u>is not</u> complete, return the application to the agent of the attorney and ask the agent to provide the incomplete information.
Attorney's Agent	4	Complete the missing information and return the application to the visiting room staff.
Visiting Room Staff	5	Request or conduct a criminal background check and if necessary, confirm the agent's employment with the attorney.
Background Check Staff	6	Conduct a criminal background check. (See section 10.)
Background Check Staff	7	<ul style="list-style-type: none"> Complete the 'background check' box at the bottom of the visiting application and forward the visiting application to the visiting room staff. In the CIS, under the 'backgrounds/document/clearance' link, <ul style="list-style-type: none"> Select all items that were verified, and add any applicable comments, if needed; and Select the applicable radio button (either approved, denied, or pending), and enter the 'completed date' and 'completed by' fields. Click 'save'.
Visiting Room Staff	8	Review the criminal background history and the application.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 25 of 28
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Visiting Room Staff	9	<p>If the agent has no arrests, incarcerations, or periods of probation or parole supervision during the last five (5) years, and the request meets the other criteria outlined in this standard operating procedure (SOP) do the following:</p> <ul style="list-style-type: none"> Stamp the 'approval authority' box at the bottom of the application with the approved stamp, and approve the application; and In the CIS <ul style="list-style-type: none"> ♦ Select the 'add visitor' link, and ♦ Under the 'backgrounds/document/clearance' link, select all items that were verified, and add any applicable comments, if needed, and ♦ Select the 'approved visitor' link and attach the attorney to the applicable offender number location. Click save'. (Proceed to step 13.)
Visiting Room Staff	10	<p>If the application <u>does not</u> meet the approval criteria for approval noted in step 9, do the following:</p> <ul style="list-style-type: none"> Stamp the 'approval authority' box at the bottom of the application with the denied stamp, and Forward the application to the facility head (or designee).
Facility Head (or Designee)	11	<p>Review the application and approve or deny the application by completing the 'appellate authority' box.</p> <p>Note: If reversing the approval authority's decision, line out the 'approval authority' box.</p>
Facility Head (or Designee)	12	<p>Return the application with the documented decision to the visiting room staff.</p>
Visiting Room Staff	13	<p>In the CIS, under the 'backgrounds/document/clearance' link,</p> <ul style="list-style-type: none"> <u>If the visitor is approved</u> for the offender selected <ul style="list-style-type: none"> ♦ Select the 'approved offender' list, and ♦ Select your facility's established offender number (multiple numbers may exist if the attorney visits multiple locations), select the 'approved' radio button, and enter the 'approved date' and 'approved by' fields. Click 'save'. <u>If the visitor is denied</u> for the offender selected <ul style="list-style-type: none"> ♦ Select your facility's established offender number (multiple numbers may exist if the attorney visits multiple locations), select the 'denied' radio button, and click 'save'.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 26 of 28
---	------------------------	---------------------------	---------------------------------

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Visiting Room Staff (as designated)	14	Notify the attorney's agent via letter, telephone, or email.

For further assistance with CIS, see your designated CIS super user.

27. Scheduling Visits for the Attorney or Attorney's Agent

Table 27-1: Procedures for Scheduling Attorney/Attorney Agent Visits

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Attorney or Attorney's Agent	1	Calls the visiting room staff (or designee) at least 24 hours before the visit to schedule the visit.
Visiting Room Staff	2	Ask the attorney or attorney's agent if he has a copy of the visiting rules. Note: If not, transmit a copy of the rules to him or provide instructions on how to obtain them from the Internet.
Visiting Room Staff	3	<ul style="list-style-type: none"> Schedule the visit, If requested time is not available, work with the attorney or agent to identify and schedule an alternate time, and Confirm visitation time with the attorney or agent.
Attorney or Attorney's Agent	4	Presents bar card (attorney) or photo identification (ID) (agent) to the visiting room staff.
Visiting Room Staff	5	<p>Facilitate the visit.</p> <ul style="list-style-type: none"> <u>When the visit begins</u>, in the Corrections Integrated System (CIS), search your facility's established offender number or name,(i.e. type in Smith in the last name field), select the 'visitors' link within the offender profile, and select the 'check-in' icon for the applicable approved visitor(s). Click 'save'. <u>When the visit ends</u> <ul style="list-style-type: none"> Select the 'visitor' tab located at the top of the CIS window. Select the 'visitor information' link. Select the 'check out visitor' option. Select your facility, and click retrieve. Select the 'check box' that is next to the visitor's name, and click 'save'. (Note: This auto checks out the visitor.)

For further assistance with CIS, see your designated CIS super user.

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 27 of 28
---	------------------------	---------------------------	---------------------------------

28. Visits by Court-appointed Professional Expert

If ordered by a court that has jurisdiction, professional experts may have contact visits with offenders.

Court-ordered professional experts can bring testing equipment and supplies into the facility as long as the equipment and supplies are specifically listed in the court order.

In addition, at least 48 hours before testing, the expert must submit--by email or facsimile--a list of the equipment, a description of how the equipment will be used, a description of how the offender will be in contact with the equipment, the purpose of the equipment, and an estimate of the time needed for the procedure.

All testing equipment and supplies will be searched upon entering and exiting the facility.

The expert must turn on and briefly demonstrate all electronic equipment.

If the removal of restraints (administrative segregation) is necessary, the expert must sign a [Waiver of Liability](#), before the restraints will be removed.

REFERENCES

Appendix A, Visiting Rules for Offenders and Visitors

- [Appendix A, Visiting Rules for Offenders and Visitors](#)

Appendix B, Visiting Application (Adult)

- [Appendix B, Visiting Application \(Adult\)](#)

Appendix C, Visiting Application (Minor Child)

- [Appendix C, Visiting Application \(Minor Child\)](#)

Appendix D, Power of Attorney Delegating Limited Parental Powers for Visitation

- [Appendix D, Power of Attorney Delegating Limited Parental Powers for Visitation](#)

Appendix E, Status of Visiting Application

Appendix F, Request to Remove Visitor from Visitor's List

Directive [116.02.01.001](#), *Custody of Evidence*

Standard Operating Procedure [105.02.01.001](#), *General Reporting and Investigation of Major Incidents*

Standard Operating Procedure [135.02.01.001](#), *Execution Procedures*

Standard Operating Procedure [212.07.01.001](#), *Internship Opportunities and Management*

Standard Operating Procedure [316.02.01.001](#), *Grievances and Informal Resolution Procedures for Offenders*

Standard Operating Procedure [319.02.01.001](#), *Restrictive Housing*

Standard Operating Procedure [320.02.01.001](#), *Property: State-issued and Offender Personal Property*

Standard Operating Procedure [402.02.01.001](#), *Mail Handling in Correctional Facilities*

Standard Operating Procedure [405.02.01.001](#), *Access to Courts*

Control Number: 604.02.01.001	Version: 5.0	Title: Visiting	Page Number: 28 of 28
---	------------------------	---------------------------	---------------------------------

Standard Operating Procedure [510.02.01.001](#), *Facility Access*

Standards for Adult Correctional Institutions, Third Edition, Standards 3-4255, 3-4440, 3-3441, 3-4442, and 3-4445

[Waiver of Liability](#)

– End of Document –

COPY

IDAHO DEPARTMENT OF CORRECTION
Status of Visiting Application

Date: _____

Offender: _____ IDOC Number: _____

Please notify the visitor regarding the visiting request status.

Visitor: _____ Relationship: _____

☐ **Approved**

☐ **Denied**

Reason:

- ☐ Criminal history
- ☐ Significant false information to avoid detection of true identity
- ☐ Probationer/parolee with less than 6 months supervision
- ☐ Probationer/parolee not approved by probation officer.
- ☐ Other: _____

☐ **Delayed**

Reason:

- ☐ Application incomplete (Notify your visitor that the following information is needed to proceed with application process): _____

- ☐ Minor Child – Need additional information: _____

- ☐ Minor Child – Victim (See Idaho Code, section 18-8304 or 19-5506): _____

- ☐ Other: _____

Visiting Room Supervisor

Associate #

Date

IDAHO DEPARTMENT OF CORRECTION
Request to Remove Visitor from Visitor's List

Date: _____

Offender: _____ **IDOC Number:** _____

This is to notify the Idaho Department of Correction (IDOC) that I, wish to remove the following visitor(s) from my approved visitor list:

(Please print)

Visitor's name: _____

Visitor's name: _____

Visitor's name: _____

Offender's Signature

Staff Witness:

Printed Name

Signature

Associate #

Date